

**University Commencement Committee Meeting Minutes**  
**Wednesday, December 7, 2011**  
**12:15 p.m.**  
**President's Board Room, 210 Burruss Hall**

**Present:** Dan Taylor (chair), Tom Broyles, Tyler Campbell, Elizabeth Fine, Rebecca Funk, Pat Goodrich, Mark Owczarski for Larry Hincker, Tamara Knott, Joe Merola, Natalie Hart for Kim O'Rourke, David Shuster, Michael Weaver for Randy Fullhart

**Absent** Sandy Bass, Candi Clemenz, Mike Ellerbrock (with notice), Bill Green, Jason Holliday, Jacqueline Nottingham (with notice), Masoud Safdari, Durrelle Scott (with notice), Muzaffer Uysal, Anthony Watson

**Guests:** Captain Houston, John Jackson, Bo Frazier, Peter McCann, Margie Murray, April Myers, Scott Poff, Laura Wedin

Dr. Taylor called the meeting to order at 12:16 p.m.

**Approval of November 2, 2011, minutes**

Fine moved to approve the minutes of the November 2, 2011, meeting. With a second from Merola, the minutes were approved unanimously.

**Webcasting Commencement Ceremonies Beginning with Spring 2012**

Taylor indicated that a request was made to webcast the Commencement ceremonies. Some families may have a difficult time getting to the Spring ceremonies because of the earlier start times. The Graduate School ceremony will now begin at 8:30 a.m. and the University ceremony will begin at 12:00 noon. John Jackson informed the committee that he contacted Kevin Hicks in Athletics and determined that there is already footage made of the ceremony that is posted on the website after the ceremony is over. Jackson indicated that live streaming of the ceremonies is something that can be done in time for the Spring ceremonies. He indicated that a few logistics will need to be worked out. This can either be done through Athletics (which would probably be easier) or through an outside vendor. Radford University uses Stage Sound to live stream their ceremony and the cost is approximately \$500. Another vendor has also approached Virginia Tech to offer live streaming of the ceremonies. This is the company that UVA uses, but it is believed that they are more expensive.

Mark Owczarski indicated that University Relations will make information available about webcasting the ceremonies to the graduates and their parents. There will be a link on the Virginia Tech homepage as well as information sent out in the daily e-mail, parents' newsletter, and Alumni newsletter. This information can be saved and made available for viewing after the ceremony as well.

**Final Planning for Fall Ceremonies**

Murray announced that the program is complete and has been printed. Broyles indicated that the programs will need to be placed on the tables outside on the Spring Road side and in the front of the coliseum at 9:00 a.m. for the University ceremony and at 1:00 p.m. for the Graduate School ceremony. Murray indicated that it was mentioned by Graduate School staff that it would be better if programs were not given to the graduates prior to the Graduate School ceremony because many programs are left behind in the practice gyms where the graduates assemble. Pat Goodrich suggested putting a program in each seat on the coliseum floor prior to

the start of the ceremony. Murray indicated that should not be a problem as long as the Graduate School provides someone to handle the task.

The Color Guard will be at the rehearsal. Taylor indicated that it should take approximately fifteen minutes to practice.

Tom Broyles informed the committee that he still needs marshal and usher lists from the College of Architecture and Urban Studies, the Pamplin College of Business, and the College of Science. It was also mentioned that staff are eligible to volunteer without the need to fill out any forms as long as they are volunteering during their normal working hours.

The Rehearsal will be at 4:00 p.m. on Thursday, December 15, 2011, in Cassell Coliseum.

With no other business, Fine moved to adjourn at 12:41 p.m.